

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Finance Division of Risk Management (Claims) Browns Mill Road Atlanta, Georgia		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JAN 19 1982 82-21 JAN 25 1982	
		1. Application	2. Dept. Application No.
4. Person to Contact Ira Horton		5. Working Title Claims Clerk	
		6. Telephone Number 767-3654	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1973 Present		9. Records Series Title (followed by title used in office, if different) Claimant Index Card Files	
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Risk Management provides small contractor insurance and bonding assistance; provides full range of insurance services to MARTA, PB/T, and all insured contractors; and monitors MARTA's TSD construction safety program. The Claims Branch of Risk Management is responsible for processing claims and lawsuits arising out of accidents involving the Authority. The Branch pays claims settled out of court and processes workmen's compensation claims and collects funds due the Authority because of accidents where the Authority is not at fault.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Claimants who have filed lawsuits against the Authority as a result of involvement in an accident on MARTA property or involving a MARTA vehicle. Included are: Index cards containing claimant data. (Sample attached) File is arranged: Numerically, by claimant file number.			
12. Monthly Reference Rate How often are records referred to which are: periodically cross referenced One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	<u>6</u> years.	e. Administrative need	<u>6</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 1 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 5 year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

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These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>rhf</i>			<i>Brenda K. Galland</i>	<i>12/28/81</i>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>Robert H. Hart</i>	<i>12/15/81</i>		<i>J. L. Burch</i>	<i>11/4/81</i>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>Robert H. Hart</i>	<i>12/21/81</i>		<i>Carroll Hart</i>	<i>1-25-82</i>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Robert H. Hart</i>	<i>12/23/81</i>			